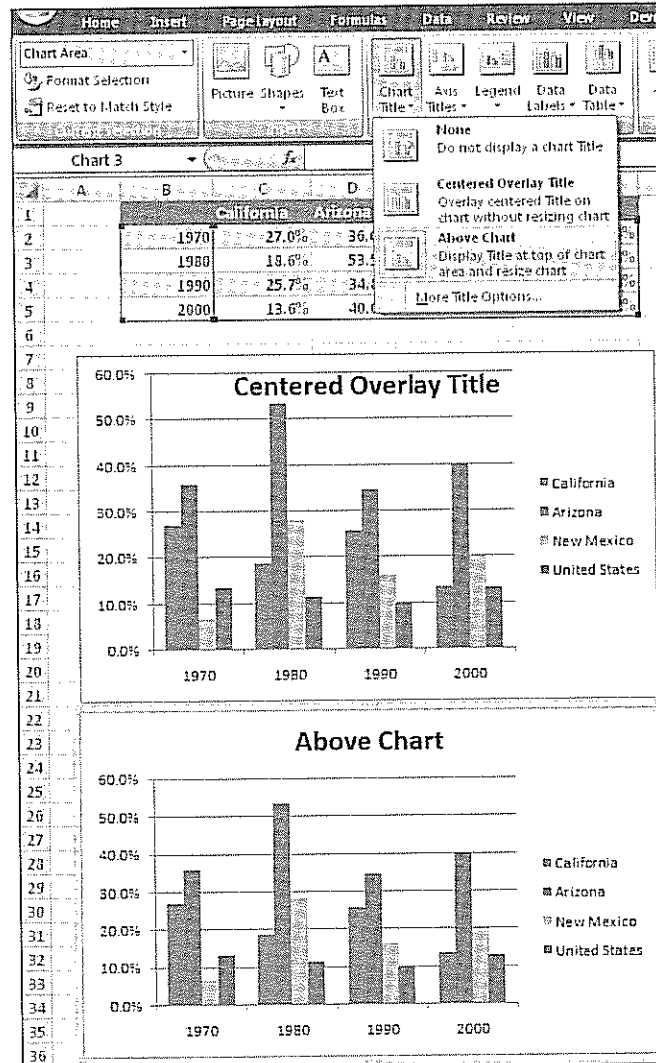


ADDING OR EDITING A TITLE

To add a title to a chart, use the Chart Title drop-down list on the Chart Tools Layout ribbon tab as shown in Figure 22.23. The default options in the drop-down list are to create a centered title that overlays the chart or to put the title above the chart. Titles are added as 18-point Cambria font. If you choose Above Chart, the chart area will be reduced to make room for the title area.

Figure 22.23
Excel offers two built-in locations for the chart title.



After you click the chart option, Excel adds the words “Chart Title” to the chart and selects the title. You can immediately type a new chart title in the Formula bar and press Enter to change the chart title.

To format a chart title, click the title, and then click and drag to select text in the title. Immediately move the mouse upward toward the nearly invisible Mini Toolbar. You can use any of the formatting icons on the Mini Toolbar to format the text in the title, as shown in Figure 22.24. For more control, you can use the formatting commands on the Home ribbon. You can also use the WordArt gallery on the Chart Tools Format ribbon to apply interesting effects to the chart title as shown in Figure 22.25.

Figure 22.24
The elusive Mini Toolbar fades into view when you select text and move the mouse toward the toolbar.

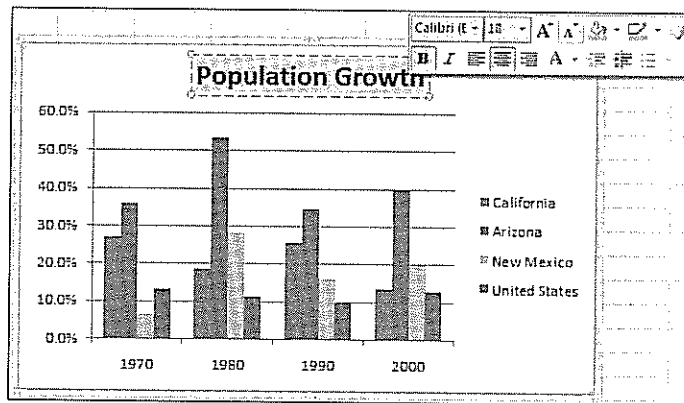


Figure 22.25
For more interesting text effects, move to the WordArt gallery on the Format ribbon.

